

Chief, Management Staff

1 February 1960

Office of Communications, Area Records Officer

Records Disposition

X1 The Director of Communications was present at the Senior Staff Meeting of 2 November 1959, at which time [] presented the Records Disposition Program and asked for a report from each component on the effectiveness of the three (3) guide lines which he outlined.

X1 [] discussed this program with the Office of Communications Records Officer. The extent to which application of these guide lines have been accomplished are listed below:

1. All records in the Office of Communications have been completely reviewed within the past four months. Transitory records, duplicate copies where no record purpose is served, cover sheets which do not contain record information, and reference material which is no longer required; have been removed from the files and disposed of.
2. Aside from records where retention periods have been established by statute or special requirements, the retention period for records at the Records Center have been reviewed and in each case a realistic date established.
3. Use of the categories "Hold Indefinitely" and "Indefinite Retention" have been deleted from all Office of Communications Record Schedules. Records which must be kept for long periods of time have a review date of every five years. This permits records to be destroyed at any time that the Office of Communications determines they have no further value.

X1 This report is being submitted by the Office of Communications Area Records Officer due to the absence of [] A copy is being forwarded to his office for review upon his return.

Distribution:
Original and 1-Addressee